

**TOWN POLICY NUMBER:** 006/2009

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**REFERENCE:**

**ADOPTED BY:**

**SUPERSEDES:**

Town Council

None

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**PREPARED BY:**

Todd Becker – Director of Special Projects

**EFFECTIVE DATE:**

May 19, 2009

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**TITLE:**

**Street Naming Policy**

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### **Policy Statement**

The provision of uniform and orderly street numbering and naming policy enables geographic locations to be found quickly and without incident. Names for streets, including avenues, are generally proposed by the developer, or named in relation to a natural geographic feature or land mark, or to a name of an individual or family in relation to a historic event or significant community contribution.

### **Guidelines**

All streets and avenues shall be marked with the applicable street numbering system. The Town will assign a civic address to each parcel of land, or where necessary, for utility or postal delivery reasons, to suites, bays or units within a parcel of land.

#### **Roadway Numbering System**

1. The designation of avenues and streets by number is preferred, shall take precedence, and shall be required for roadways which are part of an integrated grid of roadways or for which number designation would be critical to finding the particular roadway.
2. The roadway number designation shall conform to the overall grid.
3. Where number designations are required or used:
  - a. Any roadway with an east-west orientation shall be designated as an avenue
  - b. Any roadway with a north-south orientation shall be designated as a street

- c. Avenue numbering shall increase northward
  - d. Street numbering shall increase westward
- 4. Where ever possible addresses on the:
  - a. East and south side of a roadway shall end in an odd digit, and
  - b. West and north side of the roadway shall end in an even digit
- 5. The owner of each property shall cause to be displayed the assigned civic address at or near the front of the property such that it may be clearly observed and read from the roadway as per Town of Rocky Mountain House Bylaw 97/01V

### **Roadway Naming System**

- 1. All applicable roadway signage shall include the roadway numbering system and where a roadway name is applied the roadway name will be placed with the civic roadway number below.
- 2. Where an undeveloped area of the Town is proposed for development and the use of named roadways are proposed, the developer shall submit recommended roadway names to the Council for approval. Council may reject, amend or substitute names as it deems appropriate.
- 3. Roadway names may be selected for physical or historical features, or other features as approved by Council.
- 4. The roadway should carry the name with which it has been identified in the past, providing such name is historically meaningful for such things as a historical event, or person's name, etc.
- 5. Where appropriate, an area may be named for some natural geographic feature or landmark.
- 6. Theme names must be simple and commonly understood unless reflecting a theme of local significance.
- 7. Where words used within a theme are not easily recognized as being associated with the theme, prefixes or other qualifiers may be used, i.e. Mt. for the names of mountains.
- 8. Names/themes must not be offensive in any language.
- 9. Roadway names selected shall be distinct from those used for roadway names elsewhere in Rocky Mountain House, by not sharing similar syllables or plural forms.

10. A written request shall be made to the Town Planning and Development Department to process a roadway name change.
  - a. Roadway name changes will be processed only when the requested change conforms to current street naming policies and bylaws.
  - b. The applicant may be responsible for polling all those affected and outline resolution of issues that may arise from the proposed name selection or name change.
  - c. Where the Town instigates a street name change it is responsible for polling all those affected by the proposed change.
  - d. Written representation may be submitted by the affected residents to the Planning and Development Department seven days prior to Town Council's consideration of the proposed roadway name change. (Roadway name changes are not public hearing items unless otherwise requested by Town Council)

#### **Naming Streets Criteria**

1. Street names will utilize names of historical significance.
2. Names should give a sense of place, continuity, and belonging and celebrate distinguishing characteristics and uniqueness of Rocky Mountain House.
3. Names should maintain long standing local area identification and/or recognition with the residents of Rocky Mountain House.
4. Street names may celebrate local history, places, events, or culture.
5. Streets named after individuals may reflect the significant contribution they have made to Rocky Mountain House, taking into consideration their length of residency.
6. Names of living persons should be used only in exceptional circumstances.
7. Names of streets may be initiated by any person or group, submitted to the Director of Planning and Development for review, and presented before Council for approval.
8. Town Council reserves the right to revoke any applications.
9. The Town of Rocky Mountain House has the right to remove street naming signs that have been determined to have negative connotation, false information within the application, have been vandalized and/or destroyed, create a nuisance, or are required to be removed due unforeseen circumstances.

10. The Town is responsible for fabricating and installing street name signs at the appropriate intersections.
11. Any street name addition or change will become effective following expiration of a fourteen (14) day period commencing from the date street name was authorized by the Town, or earlier at the discretion of the Town.

### **Naming Streets Application**

1. Applications will contain information as follows:
  - a. A biological sketch of the person whose name is suggested. Substantiate person's involvement in the community or level of representation.
  - b. Provide justification for name if it is not that of an individual
  - c. Provide a statement noting the appropriateness of the name of street and the individual's name being recommended.
  - d. Completed applications will be reviewed by the Director of Planning and Development and forwarded onto Council for review and approval.

### Street Name Request Form

<b>Street Name Information</b>	
Proposed Street Name:	
Background Information:	
Proposed Location:	
<b>Contact Information For the Person Making the Request</b>	
Full Name (s)	
Daytime Telephone:	Email:
Alternate Number:	
Mailing Address:	
Date Submitted: DD-MM-YYYY	

Further documentation supporting this request can be attached. If the requested street name is for an individual, a letter of support from the family must be attached.

Note: All proposed street names must follow the Street Naming Policy.

Is the proposed street name related to:

- Individual that has made a significant contribution to the community**
- Recognized Geographical Feature or Landmark**
- Historical Significance**

### For Office Use Only

Received Date:	
Circulation To:	
Meets Policy Requirements:	